

INSTRUCTIONS TO COMPLETE AND SUBMIT THE ELECTRONIC SIGNATURE PAGE AND COMPLETED CAMPAIGN FINANCE REPORT

TREASURER COMPLETES THE FOLLOWING STEPS

1. Visit <https://rockvillemd.gov/elections> then click the link “Running for Office.”
Scroll down to Section 2 Candidate Information Election Packet, click the link for Signed Affidavit.



Candidate Information Election Packet

[Download our candidate packet](#) for the 2023 election or pick up a hardcopy at the City Clerk's Office in City Hall, Monday-Friday from 8:30 a.m.-5 p.m.

We now offer a selection of required Section 5 documents to be completed online.

- [Campaign Finance Report Fillable Excel Spreadsheet](#)
- [Sample Campaign Finance Report](#)
- [How to: Campaign Finance Report](#)
- [Signed Affidavit](#)
- [Help Instruction for Completing Signed Affidavit](#)
- [Schedule 5: Report on Loan to Campaign Committee](#)
- [Help Instructions for Completing Schedule 5](#)

Click on the document name to open DocuSign.

2. Once DocuSign opens, the treasurer completes the name and email fields and clicks the Being Signing button (Refer to screen shot below).

City of Rockville

Enter the names and emails for the treasurer and candidate. Signers will each receive an email.

Please enter your name and email to begin the signing process.

Your Role:

Treasurer *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

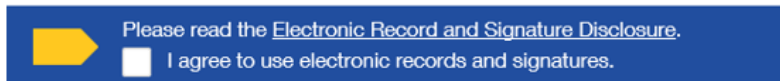
Candidate *

Name:

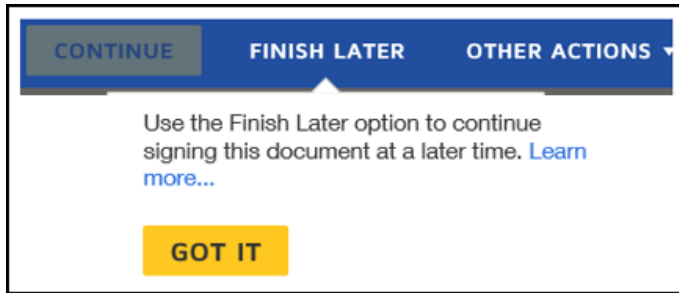
Email:

Begin Signing

3. If prompted, read the Electronic Record and Signature Disclosure then click the check box to indicate you have read and agree to use the electronic records and signatures.



4. If the dialog box shown below appears, click the GOT IT button to close the dialog box.



5. Click **CONTINUE**.
6. Click **START**.
7. Enter the Name of Campaign Committee.
8. Click **SIGN**. If this is the first time you are using DocuSign, an example of your signature will be displayed. You may change the style by clicking the Change Style button on the right side of the box or draw your signature by clicking the Draw button. The next time you use DocuSign, your signature will be automatically inserted.

Note: This version of DocuSign does NOT allow for inserting an image file of your actual signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*	Initials*
<input type="text" value="Frank B. Poland"/>	<input type="text" value="FBP"/>

SELECT STYLE **DRAW**

PREVIEW **Change Style**

DocuSigned by:

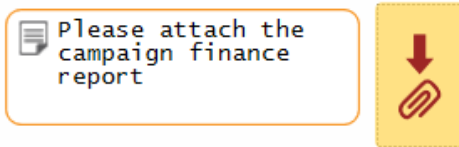
821CD7D7D544491...

DS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

9. Once you have chosen or drawn your signature, click **ADOPT AND SIGN**. The date field will be automatically populated.
10. Begin the process of uploading the completed Campaign Finance Report by clicking the paper clip icon as shown in the screen shot below.



11. Click **UPLOAD A FILE**, navigate to the location of the completed Campaign Finance Report, click on the name of the completed Campaign Finance Report, then click **OPEN**. The name of the file will be displayed in the "Upload Attachment" dialog box. Click the **DONE** button.

Upload Attachment

✓ **MY TEST OF CFR AT 5 16 PM on 6-28-23.pdf**
11 pages - Upload Complete

UPLOAD A FILE

DONE

12. Click **FINISH**.
13. Close the browser.

The completed and signed version of the electronic signature page along with the completed Campaign Finance Report are sent via email to the candidate.

CANDIDATE COMPLETES THE FOLLOWING STEPS

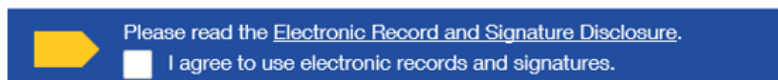
1. The candidate opens their email and locates the email from **City of Rockville via DocuSign**. At this point, the Candidate clicks the **REVIEW DOCUMENT** button to launch DocuSign and open the electronic signature page.
NOTE: the email address from DocuSign will be **DocuSign NA3 System <dse_NA3@docusign.net>**



City of Rockville
DoNotReply@rockvillemd.gov

Please review the Campaign Finance Report and sign the affidavit

2. If this is the first time you are using DocuSign, please read the Electronic Record and Signature Disclosure agreement then click the check box to indicate you have read and agree to use the electronic records and signatures.



3. Click **CONTINUE**.
4. Click **START**.
5. Click **SIGN**. If this is the first time you are using DocuSign, an example of your signature will be displayed. You may change the style by clicking the Change Style button on the right side of the screen or draw your signature by clicking the Draw button. The next time you use DocuSign, your signature will be automatically inserted.

Note: This version of DocuSign does NOT allow for inserting an image file of your actual signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Frank B. Poland

Initials*

FBP

SELECT STYLE

DRAW

PREVIEW

Change Style

DocuSigned by:
Frank B. Poland
821CD7D7D544491...

DS
FBP

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN


CANCEL

- Once you have chosen or drawn your signature, click **ADOPT AND SIGN**. The date field will be automatically populated.

Note: DocuSign creates one PDF document which contains the signature page and the completed Campaign Finance Report. You can scroll through the document to view the entire contents.

- Click **FINISH**.
- The following message box will be displayed. You may want to download or print a copy of the completed and signed affidavit, or you can click **CLOSE**, and either print or use SAVE AS from your email program if you want to retain a hard copy of the document.

Save a Copy of Your Document



Your document has been signed

If you would like a copy for your records, select Download or Print and save.


DOWNLOAD **PRINT** **CLOSE**

- After closing the message box above, click **CONTINUE**.

10. Completing the electronic signature process returns you to the City of Rockville home page. You can then close the browser.
11. The completed, signed affidavit along with the completed Campaign Finance Report will be emailed as attachments to the candidate, treasurer and to campaignfinancereport@rockvillemd.gov.
12. The screen shot below shows how the email with the attachments will appear in your email inbox.

Completed: Please Review and Sign the Campaign Finance Signed Affidavit

DocuSign NA3 System <dse_NA3@docusign.net>

 If there are problems with how this message is displayed, click here to view it in a web browser.

